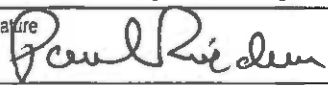
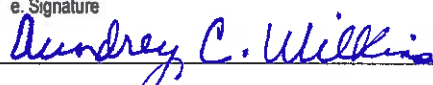



GS-2210, 14, PD 10

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Denver, CO		2. POSITION NUMBER 00031799	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position GSSG, 6/98, 4/98					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Supervisory IT Specialist	GS	2210	14	100
4. SUPERVISOR'S RECOMMENDATION	Supervisory IT Specialist	GS	2210	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Zurla			
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. Office of Technical and Management Services		f.			
c. Information Management Program		g.			
d. Computer Systems Technical Support Unit		h. Organization Code 90844200			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input checked="" type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Paul Riederer, Program Manager		d. Typed Name and Title of Second-Level Supervisor Mike Gaydosch, ARA for TMS			
b. Signature 	c. Date 7/24/07	e. Signature 		f. Date 7/24/07	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code N/A		d. Bargaining Unit Code 8888		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties ( 15 % of time) <input type="checkbox"/> This position is subject to random drug testing ( )	
f. Signature 		g. Date 7/26/07			
11 REMARKS STATEMENT OF DIFFERENCE Updates p.d. and coversheet. No change in title, series, or grade level.					

## SUPERVISORY IT SPECIALIST, GS-2210-14

### I. Introduction

This position serves as the Unit Chief for the Computer Technical Support Unit, located in the Information Systems Program, Office of Technical and Management Services, Region 8, EPA. This position has formal supervisory responsibility for computer technical staff, and is responsible to manage all technical and managerial aspects related to the Region 8 computer technical support requirements in the region. Supervises staff conducting ongoing systems maintenance and new system implementations; oversees staff conducting regional pilot projects; and provides guidance and advice to Region 8 staff, and to NTSD and other EPA regions. Responsible for supervising staff who coordinate second and third tier customer support in for technical, hardware, connectivity and software problems on the LAN and at the 850 regional desktops, in collaboration with the Region 8 Computer Support Center, including the Help Desk. Is responsible for evaluation and implementation of office automation technology, deployment of latest agency-standard technology and software, operation of the Region 8 electronic mail system, access to the Internet, and maintaining near-100% connectivity and uptime for all Region 8 desktops, including the Region 8 regional offices in Denver, the Region 8 Laboratory in Golden, Colorado, and the EPA Montana Operations Office in Helena, Montana.

The incumbent is expected to be a "player-coach" for the Computer technical Support Unit, and is expected to provide both supervisory authority over the staff in the Unit, and hands-on technical assistance in the requirements analysis, evaluation, planning and deployment of computer infrastructure and systems.

### II. Duties

1. Fifty percent or more of the incumbent's time is spent in accomplishing work through the combined technical and administrative direction of others. This position has the authority to assign and review work, to assure production and accuracy are met, to approve leave, and to recommend performance standards and ratings.
2. Manages and directs a highly technical staff responsible for providing computer technical support for approximately 1,000 internal customers, the staff employed at EPA Region 8. Coaches technical staff to develop plans and monitor progress using project plans and status briefings. Advises staff on how best to communicate recommendations concerning long range technical hardware and software upgrade requirements to Program Director and to top levels of IRM/IT management. Coaches staff to effectively

participate in team meetings, customer focus groups, quality improvement projects, and work process reengineering and automation sessions.

3. Directs staff in the policy and objectives of the information management and computer systems program in Region 8. In cooperation with the Program Director, provides leadership to the staff in setting priorities and balancing workloads. Coordinates the assignments and activities of staff to provide the most effective programs possible. Provides broad administrative, technical direction and guidance to computer technical staff. In such capacity seeks to reconcile diverse points of view, and encourage use of new more efficient and collaborative methods of producing and controlling work. Explains unit objectives, goals and activities to customers and others.
4. Makes recommendations and decisions on the resource needs of the unit. Plans or coaches staff to plan for equipment and supplies purchase, travel, statements of work for contract staff, and budget needs of the unit. Determines goals and objectives that need additional emphasis, determining the best approach or solution for resolving budget shortages and plans for long range staffing needs.
5. Plans the work of the unit, assures implementation of goals and objectives are met, ensures resources are assigned in most effective manner. Reassigns employees and other resources in order to respond to the changing directions in industry or agency policy and practices. Establishes operating procedures for the unit to ensure that appropriate work planning, tracking and deadline management occur, and that appropriate quality control and review of staff work occurs.
6. Identifies developmental and training needs of employees in the program and provides for such training and development. Negotiates performance agreements, evaluate performance and recommends rating for staff. Initiates disciplinary actions as required.
7. Promotes end-user effective computing by managing the activities of EPA and contractor staff as they provide maintenance and support of LAN and desktop PCs. Coaches staff on effective PC/LAN troubleshooting and problem resolution. Provides directions and guidance to staff for the selection of appropriate hardware and software to meet user requirements and as the staff conduct one-on-one consultation in designing specific LAN and PC systems and applications.
8. Manages intramural and extramural resources as allocated by the Program Director, including procurements, small purchases, contracts, and interagency agreements properly and in compliance with regulatory

requirements and Agency policies and procedures. Develops appropriate extramural resources competencies in team members.

9. Assigns, monitors and evaluates the work of Computer Technical Support Unit team members, making adjustments based on such considerations as relative workload, shifting priorities and unexpected external demands. Implements procedures to optimize coordination with other parts of the branch. Offers Team members advice/instructions on technical and administrative matters; orients new employees to the work of the Team and tracks their progress. Responsible for assuring that the team meets its commitments and provides feedback to the supervisor regarding the performance, progress and training needs of individual employees. Makes recommendations to the Program Director for promotion, compensation and performance award recommendations as appropriate to recognize outstanding technical performance and achievement of unit and program goals. Alerts Program Director to any disciplinary problems that may arise. Resolves simple informal complaints of employees; refers formal complaints to Program Director. Performs all formal and normal first line supervisory responsibilities of a typical EPA Region 8 Unit Chief.

#### Factor 1, Knowledge by the Position -

Knowledge of advancements in an ADP specialty area, the needs of applications programming personnel, and pertinent computer equipment characteristics of both special purpose and general purpose equipment used throughout the agency, to define issues and problems, plan and conduct feasibility studies, and advise top ADP management concerning agency wide long range advanced hardware and software. Knowledge of the organization's basic ADP policies and standards along with the technical aspects of telecommunications, pertinent system software and application programs for the purpose of developing regional guidelines for their use. Skill at advanced telecommunications protocols, languages, software and system components. Advanced skills also needed for applications software design and knowledge of computer language characteristics sufficient to develop new applications software. Mastery of regional applications programs which is used to contribute regional viewpoint on Agency wide guidelines. Ability to coordinate the efforts of team members.

## GENERAL SCHEDULE SUPERVISORY GUIDE FACTORS

### **PROGRAM SCOPE AND EFFECT**

**LEVEL 1-3**

**550 Points**

The work supervised is technical, administrative, protective, investigative, or professional work which typically has coverage encompassing a major metropolitan area or small city when most taxpayers or businesses are covered, a state, or small region. The work supervised significantly impacts a wide range of agency initiatives, other agencies, or outside interests, and/or field activities (involving large, complex, multi mission organizations and/or very large serviced population).

### **ORGANIZATIONAL SETTING**

**LEVEL 2-2**

**250 Points**

This position reports to a position that is one reporting level below the first SES level, equivalent or higher.

### **SUPERVISORY AND MANAGERIAL AUTHORITY LEVEL 3-3**

**775 Points**

Twenty five percent or more of the time is spent in accomplishing work through the combined technical and administrative direction of others. This position has the authority to perform the following duties: assign and review work, assure production and accuracy are met, approve leave, recommend performance standards and ratings,

**AND**

*(Check Applicable Responsibilities)*

**Carry out all of the following, plus at least 8 of the numbered (1-15):**

- plan work, priorities, and schedules
- assign work based on priorities, difficulty, and capabilities
- advise, counsel, or instruct on work and administrative matters
- interview for positions, recommend appointment, promotion, or reassignment

- hear and resolve complaints, referring more serious complaints to higher level
- effect minor disciplinary measures
- identify and arrange for developmental and training needs
- improve production or quality
- develop performance standards

- ☐ 1. Direct, coordinates, or oversees work through supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel, or similar oversight of contractors;
- ☒ 2. Exercise significant responsibilities in dealing with other officials or in advising management;
- ☒ 3. Assure equity of performance standards and ratings developed by subordinates or comparable equity in assessing contractor work;
- ☒ 4. Direct major program segment of significant resources (e.g., multimillion dollar);
- ☐ 5. Make decisions presented by subordinate supervisors, team leaders or similar personnel/ contractors;
- ☒ 6. Evaluate subordinate supervisors or leaders, serves as reviewing official for non-supervisory employees;
- ☒ 7. Approve selections for subordinate non-supervisory positions;

- ☒ 8. Recommend selections for subordinate supervisory positions, work leaders, group leaders, project directors, etc;
- ☒ 9. Hear and resolve group grievances or serious employee complaints;
- ☒ 10. Approve serious disciplinary actions for non-supervisory subordinates;
- ☒ 11. Decide on non-routine, costly, or controversial training needs
- ☒ 12. Determine whether contractor work meets standards for payment;
- ☒ 13. Approve within-grade increases, extensive overtime, and travel;
- ☒ 14. Recommend awards/bonuses, position changes, and classification changes, subject to approval by higher level;
- ☒ 15. Find ways to eliminate or reduce work barriers, promotes team building, improves business practices.

**AND/OR**

- ☐ Exercises authority to set long-range work plans and schedule in-service or contracted work, develop overall goals and

objectives, assure implementation of the goals and objective (by lower and subordinate organizational units or others), determine goals and objectives needing emphasis, resolve budget shortages, and plan for long-range staffing needs, including whether to contract out work. This position is closely involved with high level program officials (or comparable agency level staff/personnel) in the development of overall goals and objectives for assigned staff function(s), program(s), or program segment(s).

## **PERSONAL CONTACTS**

**LEVEL 4A-3 75 Points**

### **Nature of Contacts**

Contacts are generally with the following levels: high ranking managers, staff at agency headquarters and major organization levels, or in other agencies, key staff of public interest groups, influential journalists for city/county, Congressional assistants, contracting/technical staff of large industrial firms, or local officers of regional/national organizations, or local government. Contacts often require extensive preparation on complex subjects.

### **Purpose of Contacts**

**LEVEL 4B-3 100 Points**

Contacts are to justify, defend, or negotiate representing the project/program segment(s), in gathering commitment of resources, or compliance with policies, regulations or contracts, and involve active participation in conferences, meetings, hearings, or presentations on important issues.

## **DIFFICULTY OF TYPICAL WORK DIRECTED**

**LEVEL 5-8 1030 Points**

At least twenty-five percent of the non-supervisory duty hours of subordinates workload (not positions or employees) is equal to the GS-13 level.

## **OTHER CONDITIONS**

**LEVEL 6-5 1225 Points**

The level of difficulty/complexity of the supervisory duties and authorities is based on supervising GS12 level work involving coordination of important projects or program segments and major recommendations directly impacting the organization, and/or supervising GS-13 level work of extreme urgency or controversy, or managing supervisors of work equivalent to GS-11.

**TOTAL POINTS = 4005 Points**

## EXTRAMURAL RESOURCES MANAGEMENT DUTIES CHECKLIST

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

### EMPLOYEE INFORMATION

### Percentage of Time Spent on Extramural Resources Management

Name \_\_\_\_\_

Position Number 00052799

Title Supv. Info Technology

Series/Grade GS-2210

Organization TMS-ISP

☐ This position has no extramural resources management responsibilities.

☒ Total extramural resources management duties occupy less than 25% of time.

☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

1-18-2007

Personnel Specialist's Signature \_\_\_\_\_

Date \_\_\_\_\_

1-18-2007

### Part 1: Contracts Management Duties

#### Pre-award:

- ☒ Plans procurements
- ☒ Estimates costs
- ☒ Obtains funding commitments
- ☐ Prepares procurement request
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-awarded conferences
- ☒ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list) \_\_\_\_\_

#### Post-award:

- ☐ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☒ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award
- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☒ Approves payment requests or ACH drawdowns
- ☒ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list) \_\_\_\_\_

#### Close-out:

- ☒ Writes reports on contractor performance, costs, and tasks performed
- ☒ Reconciles payments with work performance
- ☐ Closes out payments
- ☐ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) \_\_\_\_\_

Percentage of Time Spent on Contracts Management: 15 %

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant=s workplan/ activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application For cooperative agreement, determines substantial federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☐ Monitors recipient=s activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

problems/issues

- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACII drawdown
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to

### Grants Management Office

- ☐ Negotiates amendments
  - ☐ Reviews Cost/Price Analysis for recipient contract change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
  - ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

### Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management: 0 %

### Part 3: Interagency Agreements Duties

#### Pre-Agreement:

- ☒ Plans and negotiates work effort
- ☒ Estimates cost
- ☒ Obtains funding commitments
- ☐ Prepares commitment notice
- ☒ Writes or reviews scope of work
- ☒ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences

Monitors cost management and overall technical performance

- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payment receipts (Superfund only)
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

#### Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☒ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)



## SUPERVISORY EVALUATION STATEMENT

POSITION TITLE: Supervisory IT Specialist, GS-2210-14

POSITION LOCATION: Information Management Program, Computer Systems Technical Support Unit

(Most supervisory positions classified using the General Schedule Supervisory Guide will be titled Supervisory Environmental Protection Specialist to reflect the positions primary role of managing an environmental program.)

### I. PROGRAM SCOPE AND EFFECT (Level 1-3 550 Points)

Provide an overview of the general complexity, breadth and impact of the programs directed including the organizational and geographic coverage. Provide a broad overview of the impact of the work both within and outside the immediate organization:

The work supervised involves highly complex and technical/administrative Information Technology (IT) work that encompasses the entire Region in a rapidly changing technological environment. The work of the Unit involves the isolation, definition, and solution of critical problems and conditions directly related to developing, testing, and implementing new technologies. The work supports and directly affects almost all of the Region's/Agency's activities including the operation of major environmental programs; systems; data storage and retrieval. The work directly involves or substantially impacts the provision of essential IT support operations to numerous, varied, and complex technical, professional, and administrative functions and the development of major aspects of other organizational IT programs.

### II. ORGANIZATIONAL SETTING (Level 2-2 250 Points)

(Mark the organizational situation of the supervisory position in relation to higher levels of management)

- ☐ ( ) The position is accountable to a position that is two or more levels below the first SES position in the direct supervisory chain.
- ☒ ( X ) The position is accountable to a position that is one reporting level below the first SES position in the direct supervisory chain.
- ☐ ( ) The position is accountable to a position that is at the SES level.

### III. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED (Level 3-3 775 Points)

This factor covers the delegated supervisory and managerial authorities which are exercised on a recurring basis for all positions including SEE enrollees and contractors.

(Mark the duties that apply to the position evaluated.)

- ☒ ( X ) Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
- ☒ ( X ) Assign work of subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- ☒ ( X ) Evaluate performance of subordinates;

- ( X ) Give advice, counsel, or instruction to employees on both work and administrative matters;
- ( X ) Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
- ( X ) Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- ( X ) Effects minor disciplinary measures, such as warning and reprimands, recommending other action in more serious cases;
- ( X ) Identify developmental and training needs of employees, providing or arranging for needed development and training;
- ( X ) Find ways to improve production or increase the quality of work directed;
- ( X ) Develop performance standards.
- ( ) Utilize supervisors, leaders, or comparable personnel and/or providing similar oversight of contractors;
- ( X ) Exercises significant responsibility in dealing with officials of other units or organizations, or in advising management officials of higher rank;
- ( X ) Assure reasonable equity (among groups, teams, projects, etc) of performance standards and rating techniques developed by subordinates or assure comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work;
- ( X ) Direct a program or major program segment with significant resources (e.g. multimillion dollar level of annual resources);
- ( ) Make decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors;
- ( X ) Evaluating subordinate supervisors or leaders and serving as the reviewing official on evaluation of nonsupervisory employees rated by subordinate supervisors;
- ( X ) Make or approve selections for subordinate nonsupervisory positions;
- ( X ) Recommend selections for subordinate supervisory positions;
- ( ) Recommend selections for subordinate supervisory positions and for project director positions responsible for coordinating the work of others;
- ( X ) Hearing and resolving group grievances or serious employee complaints;
- ( X ) Reviewing and approving serious disciplinary actions (e.g.suspensions) involving nonsupervisory subordinates;
- ( X ) Make decision on nonroutine, costly, or controversial training needs and training requests related to employees of the unit;
- ( X ) Determine whether contractor(s) performed work meets standards of adequacy necessary for authorization of payment;
- ( X ) Approving expenses comparable to within-grade increases, extensive overtime, and employee travel;
- ( X ) Recommend awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors or others;
- ( X ) Find and implement ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

#### **IV. PERSONAL CONTACTS (Level A-3 75 points/B-3 100 Points)**

Provide an overview of the nature and the purpose of personal contacts related to supervisory and managerial responsibilities.

Contacts are with higher-ranking managers, supervisors, and staff of program, administrative, and other work units and activities throughout EPA; ADP Experts and technical and operating level employees of Federal, State and local governments; vendors of equipment and software.

The purpose of contacts is to justify and defend various decisions and recommendations by staff or supervisor and to negotiate on approaches and strategies for upcoming efforts. Involves participation in conferences and meetings involving problems or issues of considerable consequence or importance to the program.

**V. DIFFICULTY OF WORK DIRECTED (Level 5-8 1030 points)**

At least 25% of the nonsupervisory duty hours of subordinates' workload is equal to the GS-13 level

List positions supervised by title, series and grade (with full performance level in parenthesis) including SEE enrollees, contractors and the percentage of time required by the supervisor to direct nonsupervisory work:

See attached organizational listing.

**VI. OTHER CONDITIONS (Level 6-5 1225 points)**

Provide examples of special situations or conditions which have not been discussed in Factor V. which you believe add complexity to carrying out supervisory duties, authorities and responsibilities.

The supervision and oversight exercised by this position requires significant and extensive coordination and integration of a number of ADP projects. Supervision exercised involves major recommendations which have a direct and substantial effect on the organization and projects managed.

**CERTIFICATION**

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. This certification is made with the knowledge that this information is to be used for statutory purposes relating to payment of public funds, and that false or misleading statements may constitute violations of such statutes.

7/24/07

Date

Paul Riedman

First Level Supervisor

7/26/07

Date

Aundrey C. Wilkins

Second Level Supervisor

# GENERAL SCHEDULE SUPERVISORY GUIDE POSITION EVALUATION SUMMARY

Title Supervisory IT Specialist

Pay GS

Series 2210 Grade 14

PD# 00052799

Organizational  
Location

FACTORS	LEVEL	POINTS	REMARKS
1. Program Scope and Effect	1 - 3	550	
2. Organizational Setting	2 - 2	250	
3. Supervisory and Managerial Authority Exercised	3 - 3	775	
4. Personal Contacts			Paragraph: B Items: 2, 3, 4, 6, 7, 9, 10, 11, 12, 13 14, 15
4A. Nature	4A-3	75	
4B. Purpose	4B-3	100	
5. Difficulty of Typical Work Directed	5 - 8	1030	
			50% Provision Used Y/N:
6. Other Conditions	6 - 5	1225	
			Special Situations Used: Extra Level Y/N: <input checked="" type="checkbox"/>
TOTAL POINTS ASSIGNED: <u>4005</u>			GRADE: <u>14</u>

Remarks (Desk audit findings or other considerations not previously documented that affect final grade):

Name of Classifier

Ramon Davis

Date

7/26/07